

# **HELPFUL INFORMATION**

## **for**

### **STARTING A BUSINESS IN BEDFORD**

This publication is designed to provide information on a wide variety of resources available to new and existing businesses in the City of Bedford. Information on the responsibilities and regulations governing business in Virginia is also included. We hope you find this resource helpful.

- > [Step by Step Guide](#)
- > [Demographics](#)
- > [Permit and License Contacts](#)
- > [Phone and Web Directory](#)

#### **Step by Step**

##### **Step 1: Circuit Court Clerk's Office**

If the business will be operated under a name other than that listed on the business license application, the applicant may register his/her Trade or Fictitious Name with the Bedford County Circuit Court Clerk's Office.

##### **Register the Trade or Fictitious Name – Information Required**

1. The trade name
2. Name and address of the applicant
3. Physical address of the business operation
4. Type of business
5. The entity type (sole proprietorship, partnership, corporation)
6. Signature notarized or signed before Deputy Circuit Court Clerk
  1. Submit name registration form to the Circuit Court Clerk's Office with \$10.00 fee (\$12.00 for corporation). Payment by cash, check or money order.
  2. Corporations must also submit an attested copy of the trade name registration form to the State Corporation Commission.

##### **Step 2: Zoning Office**

All individuals or organizations wishing to start a business in the City of Bedford must contact the Zoning Office and the Commissioner of the Revenue's Office. The following information is provided to help guide you through the process.

The permit required by the Zoning Office prior to operating a business depends upon the zoning classification of the property and the business type.

##### **Home Occupation Permit**

A home occupation permit is required for all businesses locating in residential zoning classifications. The applicant is required to sign a Home Occupation Permit certifying that he/she agrees to comply with all City of Bedford home occupancy permit regulations as set forth by the Bedford City Code.

##### **Applicant Information Required**

1. Owner of property
2. Type of business
3. Use and intensity of business
4. Payment of all outstanding real estate taxes
5. Location
6. Name, addresses, telephone numbers and other contact information.

NOTE: If the applicant is NOT the property owner, a letter signed by the property owner allowing the operation of the business on the property must be provided at the time of application.

#### Occupancy Permits

A zoning permit for occupancy is required for all businesses locating in business or industrial zones. In addition to the zoning permit, the Building Inspections Office may also require a permit.

Occupancy	Permit required for businesses locating in new construction.
Change of Occupancy	Permit required for a change of occupancy in an existing building with the same type of business.
Change of Use & Occupancy	Permit required for a change of occupancy in an existing building with a different type of business.

#### Applicant Information Required

1. Owner of property
2. Type of business
3. Use and intensity of business
4. Payment of all outstanding real estate taxes
5. Location
6. Names, addresses, telephone numbers and other contact information.

NOTE: If the applicant is NOT the property owner, a copy of the lease agreement allowing the operation of the business on the property must be provided at the time of application.

The following applies to both Home Occupation and Occupancy Permits.

The applicant must provide information regarding the TYPE of business to be operated on the property (examples: professional office, beauty salon, machine shop, restaurant, etc.). Depending upon the TYPE of business and the facility from which it will be operated, a property inspection by the Building Official and/or engineer/architect and plans may be required prior to the issuance of any permits.

The applicant must provide information regarding the INTENSITY of the business proposed. Information regarding the expected levels of traffic, types of machinery involved and manufacturing processes proposed must be provided at the time of application. Depending upon the INTENSITY of the business and the condition of the facility from which it will be operated, a property inspection by the Building Official and/or engineer/architect and plans may be required prior to the issuance of any permits.

All food-related businesses (service or manufacturing) MUST contact the Health Department and the US Department of Agriculture prior to the application of Occupancy Permits to ensure Health and USDA requirements are met. For information on water and sewer connections and fees, please contact the City of Bedford Engineering Department (540/587-6030).

State law requires that individuals or organizations in the construction industry may be required to have a Class A, B or C contractor's license issued through the Virginia Department of Professional & Occupational Regulation ([www.dpor.virginia.gov](http://www.dpor.virginia.gov)) depending upon the type of work performed.

Applicants for Home Occupation or Occupancy Permits must apply in person at the City of Bedford Planning & Community Development Office. When in doubt, call prior to visiting the Zoning Office to ensure all application requirements can be met at that time.

Zoning and Building permits issued by the Building Inspections Office do require a fee. All fees must be paid by cash, check or money order. Credit cards are NOT accepted at this time.

#### Contact Information

City of Bedford Department of Planning & Community Development

215 East Main Street  
City Municipal Building  
Bedford, VA 24523  
Phone: 540/587-6021  
Fax : 540/587-6143  
[www.bedfordva.gov](http://www.bedfordva.gov)

### Step 3: Commissioner of the Revenue

After receiving a Home Occupation or Occupancy Permit from the City of Bedford Zoning Office, individuals or organizations wishing to start a business must apply for a Business License with the Commissioner of the Revenue's Office.

#### Business License Application – Information Required

1. Federal Employer Identification No. (FEIN) or Social Security No.
2. Sales Tax Account Number (if required)
3. Applicant name
4. Trade name
5. Mailing address
6. Physical address (location of the business)
7. Type of operation
8. Telephone numbers
9. Contact person
10. Estimate the gross receipts of the operation for the remaining months in the calendar year. This determines the business license fee (see schedule).

Fee Chart	
License Type	Tax Rate per \$100 of Gross Receipts
Manufacturers	None
Banks; Insurance Companies	None
Retail Merchants	\$10 on first \$8,000 gross receipts plus \$0.125 per \$100 of gross receipts over \$8,000
Professional, Financial Services	\$25 on first \$5,000 gross receipts plus \$0.50 per \$100 of gross receipts over \$5,000
Contracting	\$25 on first \$25,000 gross contracts plus \$1 per \$1,000 on gross contracts over \$25,000
Wholesale Merchant	\$25 plus \$1 per \$1,000 of gross purchases for resale
Personal/Business Services	\$10 on first \$4,000 gross receipts plus \$0.25 per \$100 on gross receipts over \$4,000

The City of Bedford Treasurer accepts cash, checks or money orders for the payment of business license fees. Credit cards are NOT accepted at this time.

### Step 4: Issuance of Business License

Once the applicant registers their trade or fictitious name with the Circuit Court Clerk's Office, the applicant would submit both the Trade Name Registration and Occupancy Permit (Zoning) to the Commissioner of the Revenue's Office. The Commissioner of the Revenue's Office will issue Business License after all requirements are met.

**PLEASE NOTE:**

1. The Commissioner of the Revenue's Office can assist applicants appearing in person with obtaining a Federal Employer Identification Number, completing the Name Registration Form and with obtaining a Virginia Sales Tax account number.
2. The Commissioner of the Revenue's Office provides federal, state and local tax forms to individuals and businesses.
3. Total process (Zoning, Commissioner of the Revenue and Circuit Court Clerk's Office) averages 45 – 60 minutes.
4. Please see [City of Bedford Code](#) for information on possible penalties for not obtaining proper permitting or licenses.

**Contact Information**

City of Bedford Commissioner of the Revenue's Office

Valerie Wilson, Commissioner of the Revenue

215 East Main Street

Bedford, VA 24523

Phone: 540/587-6051

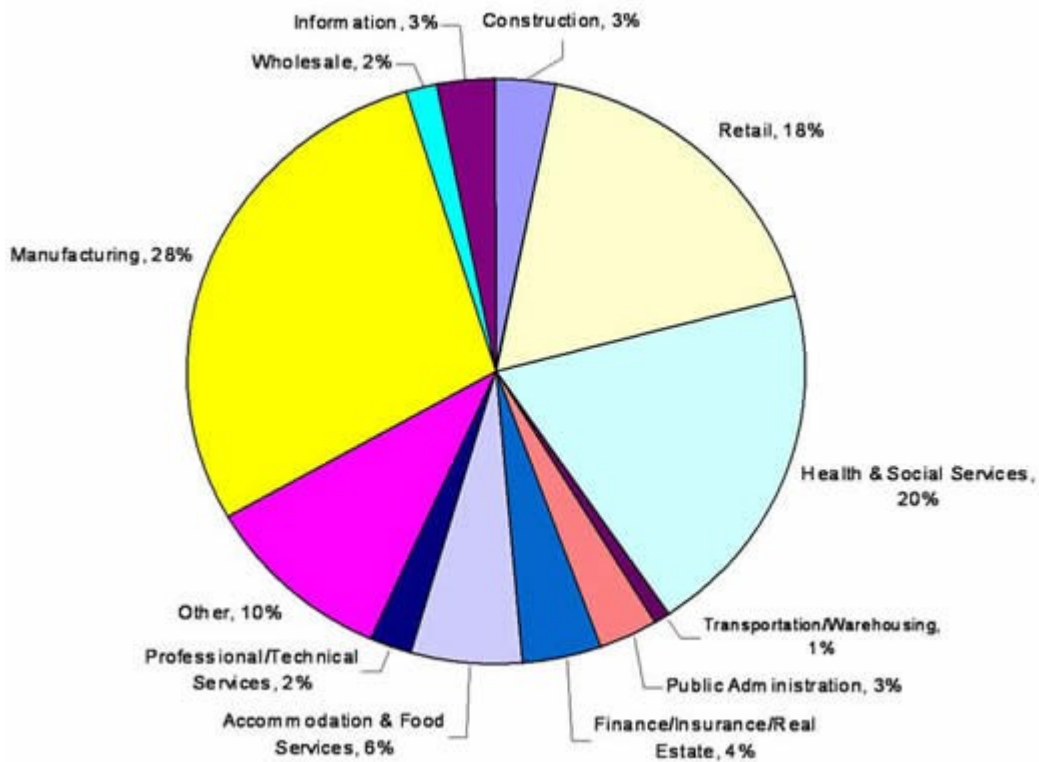
[www.bedfordva.gov](http://www.bedfordva.gov)

**Demographics**

At a Glance - City of Bedford	
Population	
Total Population (2000 US Census)	6,299
Projected 2010 Population (VEC)	6,499
Median Age (2000 US Census)	40.9
Persons per square mile (2000 US Census)	925
Mean Travel Time to Work (2000)	20 minutes
Employment Civilian Labor Force (May 2006)	2,625
Unemployment Rate (May 2006)	3.0%
Median Household Income (1999)	\$28,792

**Employment by Industry**

(Source: Virginia Employment Commission, 4th Quarter 2005)



#### Permit and License Contacts

Permit/License Type	Applies to	Contact Info
Air Pollution Control Hazardous Materials Permits	Facilities emitting gases or particles. Facilities with air emission units (Incinerators, dry cleaners, certain fuel burners, etc). Facilities using/operating with any hazardous material. Development of ground water based withdrawal. Construction in or near, or withdrawal of water from a body of water or wetland. Transport or management of solid waste or regulated medical waste. Discharge or treatment of wastewater or storm water.	Virginia Dept. of Environmental Quality West Central Regional Office  3019 Peters Creek Rd Roanoke, VA 24019 540/562-6700  Steven Dietrich, Regional Director
Alcoholic Beverage Licenses	All selling alcoholic beverages.	Virginia ABC Board 804/213-4400
Building Permits	Anyone erecting or modifying building structures.	City of Bedford Building Official 540/587-6021
Business, Professional & Occupational	All businesses located or operating in the City of Bedford.	Commissioner of the Revenue's Office 540/587-6051

Licenses (BPOL)		
Certificates of Authority	Corporations doing business in VA but incorporated elsewhere.	Virginia State Corporation Commission 804/371-9733
Contractor Licenses	Practicing electrical, mechanical (heating, ventilation and air conditioning), plumbing and home improvement contractors.	Virginia Dept. of Professional & Occupational Regulation 804/367-8511
Electrical Permits	Those installing or replacing electrical equipment.	City of Bedford Building Inspections 540/587-6021
Employer ID Number	Businesses required to file federal tax documents.	US Internal Revenue Service 800/829-1040 or 800/829-3676
Food Service Permits	All food establishments.	Bedford County Department of Health 540/586-7952  US Dept. of Agriculture 800/233-3935
Home Occupation Permit	Businesses located in residential dwellings.	City of Bedford Zoning Office 540/587-6023
Mechanical Permits	Those installing or replacing mechanical equipment.	City of Bedford Building Inspections  540/587-6021
Plumbing Permits	Those installing or replacing plumbing equipment.	City of Bedford Building Inspections 540/587-6021
Occupancy Permit	Those building new facilities for business use, changing the use of a building or changing the business of an existing commercial building.	City of Bedford Zoning Office 540/587-6023
Sign Permits	Those installing or replacing signs.	City of Bedford Code Enforcement 540/587-6025
State Occupation/Business License	Occupations and professions that require state licensure.	Various state agencies 804/786-0000

Trade Name Registration	Business operating under a trade or fictitious name.	Bedford County Circuit Court Clerk's Office 540/586-7632
Trademark Registration	Any person who owns/uses a trademark in Virginia.	Virginia State Corporation Commission 804/371-9051

#### Phone and Web Directory

Telephone Directory	
Bedford County Circuit Court Clerk's Office	
Trade Name Registration	540/586-7632
City of Bedford Commissioner of the Revenue's Office	
Business Licenses	540/587-6051
City of Bedford Planning & Community Development	
Building Inspections	540/587-6021
Zoning	540/587-6023
Addressing	540/587-6023
City of Bedford Economic Development	
Economic Development	540/587-6020
City of Bedford Engineering Department	
Water and Sewer Connections	540/587-6030
Bedford County Health Department	
Environmental Services	540/586-7952
City of Bedford Public Safety	
Police	540/587-6011
Fire Marshall & Building Official	540/587-6023
US Internal Revenue Service	
Employer ID Number	800/829-1040
Virginia Department of Environmental Quality	
Roanoke Office	540/562-6700
Virginia Department of Taxation	
Virginia Tax ID Number	804/367-8036
Virginia State Corporation Commission	
SCC	800/552-7945

Web site Directory	
City of Bedford	<a href="http://www.bedfordva.gov">www.bedfordva.gov</a>
Region 2000 Small Business Dev. Centre	<a href="http://www.lbdc.com">www.lbdc.com</a>
US Business	<a href="http://www.business.gov">www.business.gov</a>
US Dept. of Agriculture	<a href="http://www.usda.gov">www.usda.gov</a>
US Internal Revenue Service	<a href="http://www.irs.gov">www.irs.gov</a>
USCCFE Small Business Credit Cards	<a href="http://www.smallbusinesscreditcardresource.org">www.smallbusinesscreditcardresource.org</a>
Virginia Dept. of Business Assistance	<a href="http://www.dba.virginia.gov">www.dba.virginia.gov</a>
Virginia Dept. of Environmental Quality	<a href="http://www.deq.virginia.gov">www.deq.virginia.gov</a>
Virginia Dept. of Taxation	<a href="http://www.tax.virginia.gov">www.tax.virginia.gov</a>
Virginia State Corporation Commission	<a href="http://www.scc.virginia.gov">www.scc.virginia.gov</a>